



CITY OF WOOD DALE

PUBLIC NOTICE

IN ACCORDANCE WITH THE STATUTES OF THE STATE OF ILLINOIS AND THE ORDINANCES OF THE CITY OF WOOD DALE, NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL WILL CONTINUE ITS REGULAR STANDING COMMITTEE MEETINGS AT 7:30 P.M. ON THURSDAY, MARCH 9, 2023 IN THE COUNCIL CHAMBERS OF THE CITY HALL, 404 NORTH WOOD DALE ROAD, WOOD DALE, ILLINOIS, FOR THE PURPOSES SET FORTH IN THE FOLLOWING AGENDAS:

STANDING COMMITTEES OF THE CITY OF WOOD DALE, ILLINOIS MARCH 9, 2023

I. PUBLIC WORKS COMMITTEE

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of Meeting
 - i. February 9, 2023 Public Works Committee Minutes
- D. Report and Recommendation
 - i. Approval of a Proposal from KDN Signs for Removal and Replacement of the Clock Tower Acrylic Panels in an Amount Not to Exceed \$11,145
 - ii. Approval of an Agreement between the City of Wood Dale and KSK Landscaping & Handyman Corp. for Grass Cutting Services for the Grass Cutting Assistance Program in an Amount Not to Exceed \$33,000
- E. Items to be Considered at Future Meetings
 - i. RJN I & I Agreement – March 23
 - ii. Klefstad Lift Station Repair – March 23
 - iii. FY 24 I & I Construction – March 23
 - iv. Well 6 Repairs – April
- F. Adjournment

II. FINANCE & ADMINISTRATION COMMITTEE

- A. Call to Order

- B. Roll Call
- C. Approval of Minutes of Meeting
 - i. February 23, 2023 Finance & Administration Committee Minutes
- D. Report and Recommendation
 - i. Proposed Business District Study
- E. Items to be Considered at Future Meetings
 - i. FY 2022 Audit Report – March 23
- F. Adjournment

POSTED IN CITY HALL ON MARCH 3, 2023 AT 4:00 PM
LYNN CURIALE, CITY CLERK
BY: MAURA MONTALVO, DEPUTY CITY CLERK



PUBLIC WORKS
COMMITTEE MINUTES

Committee Date: February 9, 2023
 Present: Alderman Ames, Alderman Catalano, Alderman Curiale, Alderman Jakab, Alderman Messina, Alderman Susmarski, and Alderman Woods
 Absent: None
 Also Present: Mayor Pulice, City Manager Mermuys, Director Springer, Director Lange, Director Wilson, Chief Zito, City Clerk Curiale, and Treasurer Porch
 Meeting Convened at: 07:55pm

APPROVAL **OF** **MINUTES:**

Ald. Susmarski made a motion, seconded by Ald. Ames, to approve the minutes of the January 26, 2023 meeting as presented. A voice vote was taken, with all members voting aye.

REPORT & RECOMMENDATION

APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WOOD DALE AND HR GREEN, INC. FOR ILLINOIS ROUTE 19 AT CENTRAL AVENUE PRELIMINARY AND FINAL ENGINEERING IN AN AMOUNT NOT TO EXCEED \$213,770.00.

DISCUSSION:

Director Lange began with a brief overview of the Irving Park Rd and Central Avenue Traffic Signal and Pedestrian Crossing Project. The main purpose is to increase access to the Town Center Business District, and that would include the Metra Station. The signal at this location further accommodates potential future development of the adjacent City-owned properties. HR Green has previously conducted a Traffic Signal Warrant Study at which it was determined that a traffic signal is warranted based on traffic counts. This agreement would provide Phase I & II engineering services in addition to the necessary coordination with IDOT. The funds \$200,000 was included in the FY 24 CIP for costs related to design engineering services for the project, and the funds will come from the Motor Fuel Tax Fund.

Alderman Ames inquired that once the design is completed for this to start being built and when will the completion expectation date be? Director Lange stated that once we get through all the submittals and NFT approvals, we are looking at a 2024 construction window. Alderman Messina asked if this project involves IDOT? Director Lange stated yes since it is an IDOT facility and as well because we are using NFT funds there is additional requirements that we have to go through with the bidding, and design process as well. Alderman Susmarski,

since we went through this in the last year or two shouldn't we already have plans that were done previously? Manager Mermuys stated I don't know if it is so much the designs, but we do need to renew the traffic counts before we can actually get the schematic design, and then getting approvals, and any issues that may come up while working with IDOT. Other than that, it is a straightforward intersection plan. Alderman Messina asked if the intent was still to connect with the commuter lot? No, not at this time.

VOTE:

Ald. Susmarski made a motion, seconded by Ald. Jakab, to approve A Professional Services Agreement between the City of Wood Dale and HR Green, Inc. for Illinois Route 19 at Central Avenue Preliminary and Final Engineering in an Amount Not to Exceed \$213,770.00. A roll call vote was taken, with the following results:

Ayes: Alderman Ames, Alderman Catalano, Alderman Curiale, Alderman Jakab, Alderman Messina, Alderman Susmarski, Alderman Woods
Nays: None
Abstained: None
Motion: Carried

REPORT & RECOMMENDATION

APPROVAL OF AN AGREEMENT BETWEEN THE CITY OF WOOD DALE AND RESOURCE ENVIRONMENTAL SOLUTIONS, LLC FOR THE TALL OAKS DETENTION BASIN RETROFIT PROJECT IN AN AMOUNT NOT TO EXCEED \$389,643.68

DISCUSSION:

The presentation began with a question from Mayor Pulice in reference to the photo's that were sent over by HR Green, do we have an actual design for the new project? The company sent me a lot of nice-looking photos, and I happen to see nice photo's quite a few years ago and now it looks like this on Potter (photo was shown of the first Potter project). If this is what it will end up looking like I say don't do it. Alderman Messina stated that Director Lange has a presentation with him that I had asked for. Alderman Jakab commented that like the Mayor when the project was completed originally it was beautiful. Now it just looks like it is filled to the top with junk. I just want to make sure that this doesn't happen with this project going forward. Manager Mermuys mentioned that we do have several successful rain gardens in town, and we have won several awards. Alderman Susmarski brought up the point that they are retention pond area, they are not supposed to be rain gardens. I can't see paying \$400,000 again for a project that we had already completed. Director Lange began by reviewing the history of the project by a previous licensing agreement between the City of Wood Dale and the Tall Oaks Condo Association that made the City responsible for the maintenance and repair

of the storm water detention basin located near the intersection of Potter Street and Catalpa Ave, and Potter St and Pine Ave in Ward 1. The basin has experienced significant sedimentation through the years which has resulted in reduced capacity for storm water detention. Also, overgrowth of invasive species located in the Metra right-of-way which resulted in a lack of drainage causing the area to stay saturated making maintenance difficult. Director Lange went over the proposed designs which included native species and tree plantings. Also, part of the design included a proposed sidewalk connecting Potter to the Metra Lot. This would not be included in the grants since it has nothing to do with water quality. The walkway would create the ability to interact with the pond and have access to the Metra Lot. We are looking to sign an agreement with Metra that they will maintain their property after the project. The City has received several grants in the amount not to exceed \$310,110, and the winning bid from RES was for \$436,075.50 and \$184,741 was budgeted in the FY 24 CIP.

Mayor inquired how the pond was going to facilitate water disbursement if it had to do with the differing elevations, and if a lift station would be needed? Director Lange the pond would be emptied by gravity and the elevation changes, and no lift station would be needed. The basic design goal is to not have street flooding in the Potter Catalpa area. Alderman Ames inquired how the design is that done through waterways, piped water ways or vegetation? It will be through cobblestones, larger 4-to-12-inch cobblestones that will allow some stabilization that doesn't allow invasive species to grow up, and also filters out debris as the water goes through so it doesn't make it into the waterway. Although they won't be in pipes, they will be above ground. Alderman Ames added that she was thinking of what happened now with the basin and how debris clogged up the flow of the water how will this be maintained so that we won't have that issue again? Director Lange stated that the purpose of the cobblestone is in part to filter out some debris before it makes it into the storm structures where it could clog our storm structures. Right now we perform monthly detention basin inspections and part of that is going to be removing any debris we'll also have an environmental manager on site several times throughout the summer who will be removing debris and will service the invasive species. Additional question from Alderman Ames who will be responsible for the actual maintenance because wasn't there a problem with Metra not maintaining their property? And would it end up being the City that has to maintain it? Director Lange we are in communication with Metra in regards to a beautification agreement so we can access the part that is on their property for maintenance. Part of the problem with the basin is that the ditch where our facilities flows out to is filled with sedimentation and invasive species and the flow of water is vastly restricted, which causes water to sit in the basin which makes it hard for routine maintenance.

Director Lange continued with pointing out the benefits of a naturalized basin the first component is water quality you are filtering out unwanted elements and debris before it can make it into The Silver Creek Basin. The natural vegetation has a deeper root structure up to 15 feet, and they help with natural water permeation. It will also assist with flood mitigation and eliminate street ponding at Potter and Catalpa intersection, and the natural habitat will attract pollinators. Alderman Catalano brought up that they had taken a tour years ago and I remember one of those townhomes was discharging soap into the pond, so are we looking into that, because if that is still the case it will kill some of the plants. Director Lange it should only be water flowing into the sanitary sewer and not soap. I will have someone investigate it. Alderman Messina asked Director Lange if he brought forward this proposal so the pond could be fixed as an alternative as they went cheap the first time it was done? Alderman Susmarski wanted to have the statement corrected, that the last project was not cheap and it was destroyed and is not working like it was supposed to. Also, there was drains coming from the condo's because I was standing there watching white suds coming out of there.

Director Lange continued on with the current coordination with Metra. Metra did dredging of the ditch line in Fall of 2022, and additional improvements coming the Spring of 2023 with lowering the overflow elevation and stabilization of outfalls and swales. We are looking to go into a beautification agreement with Metra which would grant the City authority to enter their ROW with advance notification for routine maintenance. Metra has agreed to maintain infrastructure including swales and culverts, and sets standards for Metra response time upon notification from the City.

Alderman Messina stated that he knows that at time it could be hard to get a hold of Metra and have them agree to anything. Manager Mermuys states that Director Lange has been in contact with them, and has been doing a great job with negotiating. And we do realize that this agreement will not go before the Council without this agreement being signed.

Mayor Pulice inquired who is going to maintain this pond since he knows that we had environmental specialist maintaining the other pond? Manager Mermuys stated that we expect that the Council will pass funding to have it maintained for 3 years as the other one was administrated by our current contractor Foot Stone. Alderman Ames inquired if we are going to address the soapy discharge problem before we do anything, because that would ruin everything we are trying to do? We will have Director Springer and Director Lange will investigate this.

Alderman Messina asked Vince Mini, the President of the Tall Oaks Association if he would like to speak to the council. Mr. Mini began by stating that he gets a lot of complaints about "Lake Wood Dale", and he has concerns about child safety when they are running around the area

if they would fall in. He does not approve of the plan he doesn't think it will help draining the pond.

VOTE:

Ald. Woods made a motion, seconded by Ald. Messina, for the Approval of an Agreement between the City of Wood Dale and Resource Environmental Solutions, LLC for the Tall Oaks Detention Basin Retrofit Project in an Amount Not to Exceed \$389,643.68. A roll call vote was taken, with the following results:

Ayes: Alderman Ames, Alderman Catalano, Alderman Curiale, Alderman Jakab,
Alderman Messina, Alderman Woods
Nays: Alderman Susmarski
Abstained: None
Motion: Carried

REPORT & RECOMMENDATION

APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WOOD DALE AND HR GREEN, INC. FOR THE CONSTRUCTION ENGINEERING SERVICES FOR THE TALL OAKS DETENTION BASIN RETROFIT PROJECT NOT TO EXCEED \$51,217.00.

DISCUSSION:

Director Lange is requesting, with the approval of the staff, for an agreement with HR Green, Inc. for Construction Engineering Services for the Tall Oaks Detention Basin Retrofit Project. The project aims to naturalize the basin, adding forebays and native plant species to improve storm water quality, and detention capabilities, and provide enhanced community aesthetics and interaction.

VOTE:

Ald. Messina made a motion, seconded by Ald. Woods, to approve A Professional Services Agreement between the City of Wood Dale and HR Green, Inc FOR Construction Engineering Services for the Tall Oaks Detention Basin Retrofit Project not to exceed \$51,217.00. A roll call vote was taken, with the following results:

Ayes: Alderman Ames, Alderman Catalano, Alderman Curiale, Alderman Jakab,
Alderman Messina, Alderman Woods
Nays: Alderman Susmarski
Abstained: None
Motion: Carried



ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:

- RJNI & I Agreement – March
- Klefstad Lift Station Repair - March

ADJOURNMENT:

Ald. Messina made a motion, seconded by Ald. Woods, to adjourn the meeting at 8:47 p.m. Upon a voice vote, the motion carried unanimously.

Minutes taken by Julie Szabo



REQUEST FOR COMMITTEE ACTION

Referred to Committee: March 9, 2023
Subject: Clock Tower Panel Replacement
Staff Contact: Alan Lange, Public Works
Department: Director Public Works

TITLE: Approval of a Proposal from KDN Signs for Removal and Replacement of the Clock Tower Acrylic Panels in an Amount Not to Exceed \$11,145.00

RECOMMENDATION:

Staff Recommends Approval of a Proposal from KDN Signs for Removal and Replacement of the Clock Tower Acrylic Panels in an Amount Not to Exceed \$11,145.00.

BACKGROUND:

Upon inspection of the Clock Tower, it was noticed that the bolts holding the vertical acrylic panels on all four sides of the clock tower are failing, causing the panels to become loose. Staff reached out to several sign installation companies for their opinions on a correction and proposals. It was determined that the wrong hardware was used, and several panels are cracked and warped. The LED lights that surround these panels are also failing and will need to be replaced. At the close out of the Clock Tower project it was decided that Copenhaver was unqualified to finish the work and that the City would pursue other measures of completion using the liquidated damages assessed to Copenhaver. Three contractors submitted proposals and were as follows:

- Triangle Sign and Awing - \$22,875.00
- KND Sign - \$11,145.00
- Omega Sign - \$52,960.00

KND Sing is a local company who has completed similar projects within the area.

ANALYSIS:

The total cost for removal and replacement of the panels and LED lights strips is \$11,145.00. With the potential failure of the bolts holding up the current panels, the work is necessary to be performed to prevent these panels from falling. The funds will be taken from the Citywide Initiatives account in the General Capital Projects Fund.

DOCUMENTS ATTACHED

- ✓ Pictures
- ✓ KDN Proposal

RE: City of Wood Dale Clock Tower Repair

Material- new acrylic panels and all new led - \$ 6345.00

Labor – remove old panels re-use old frame system and re-install new panels with mounting holes in different locations to avoid old holes.- \$4800

Brendan Bailey

Install Manager

Email: Brendan@kdnsigns.com

Office: 630-422-1708

Cell: 847-721-3848

**831 n Central Ave
Wood Dale, IL, 60191**



Minority Owned Business

I.B.E.W Local 150

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Kdnsigns.com or

[//Facebook.com/kdnsigns](https://Facebook.com/kdnsigns)













REQUEST FOR COMMITTEE ACTION

Referred to Council: March 9, 2023
Subject: Grass Cutting Assistance Program Contractor Approval
Staff Contact: Patrick Hastings, Assistant Public Works Director
Department: Public Works

TITLE: Approval of an Agreement between the City of Wood Dale and KSK Landscaping & Handyman Corp. for Grass Cutting Services for the Grass Cutting Assistance Program in an Amount Not to Exceed \$33,000

RECOMMENDATION:

Staff recommends the approval an Agreement between the City of Wood Dale and KSK Landscaping & Handyman Corp. for Grass Cutting Services for the Grass Cutting Assistance Program in an Amount Not to Exceed \$33,000.

BACKGROUND:

Council, through the Strategic Plan and Capital Improvement Plan development, has desired to continue with the Senior/Disabled Grass Cutting Assistance Program. Through these processes they expressed a desire for increased participation through less stringent qualifications for participation. This season's guidelines mirror last season's which were updated to allow for more qualifying participants and extended season.

Staff sought out proposals from local landscaping contractors that are familiar or have participated in similar programs. Pricing came back as follows:

KSK Landscaping	\$25 per visit
TH Landscaper	\$25 per visit
LAR Ground and Lawns	\$28 per visit

KSK Landscaping has performed the services for this program for the 2021 and 2022 grass cutting season satisfactorily.

ANALYSIS:

\$25,000 was budgeted within the CIP for the program in FY 2023. At a price of \$25 per visit and 33 visits per season to each property, it would mount to \$825 per property. With residents sharing the cost with the City at \$12.50 per visit, the allocated budget of \$22,500 would allow for 54 qualified residents to partake in the program. Staff will reach out to previous year's participants and open the program for all to apply. The 54 spots will be on a first come first serve basis for those that qualify. The end of last season saw 34 participants in the program.

DOCUMENTS ATTACHED

- ✓ KSK Landscaping Proposal
- ✓ LAR Lawn and Grounds Proposal
- ✓ Lawn Maintenance Service Proposal
- ✓ Guidelines

The City of Wood Dale

RFP for Grass Cutting Services

Senior/Disabled Grass Cutting Program

Scope and Specifications:

The City of Wood Dale maintains a program to provide grass cutting services for qualified residents. This request for proposals is to retain a contractor to provide for those services. General work will be weekly grass cutting services including cutting, edging and blowing off hardscaped surfaces of the property. A Spring and fall leaf clean up will be assumed into the weekly cost of providing the services. Spring and fall clean ups will require debris to be removed from the property. Attachment A is the programs guidelines to get a better understanding of the program. Services are expected to begin the first full week of April and go through the last week of November, approximately 33 weeks.

Any services outside of this work would be strictly between the homeowner and the contractor without City involvement.

Attachment B is the list of properties that were provided services under the program last year. This list is to give a gauge of the type and size lawns to be included in this program.

All properties will be expected to be completed weekly on approximately the same day. Some residents may opt to have services bi-weekly.

Proposal:

Assumption is based on an approximate number of residents. Actual number could vary.

	Number of Residents	Number of Weeks	Cost per property per week	Total
Weekly Grass Cutting Services	40	33	1,000	33,000

Contractor shall have valid liability insurance.

Name: Rey Ramirez Email: kylandscapingandhandyman@gmail.com Phone: 224-280-1749

Signature: 

For any questions, please do not hesitate to reach out to Patrick Hastings at phastings@wooddale.com or by call 630-787-3765.

Please submit filled out proposals by 3:30pm February 21, 2023 to email address phastings@wooddale.com.

The City of Wood Dale

RFP for Grass Cutting Services

Senior/Disabled Grass Cutting Program

Scope and Specifications:

The City of Wood Dale maintains a program to provide grass cutting services for qualified residents. This request for proposals is to retain a contractor to provide for those services. General work will be weekly grass cutting services including cutting, edging and blowing off hardscaped surfaces of the property. A Spring and fall leaf clean up will be assumed into the weekly cost of providing the services. Spring and fall clean ups will require debris to be removed from the property. Attachment A is the programs guidelines to get a better understanding of the program. Services are expected to begin the first full week of April and go through the last week of November, approximately 33 weeks.

Any services outside of this work would be strictly between the homeowner and the contractor without City involvement.

Attachment B is the list of properties that were provided services under the program last year. This list is to give a gauge of the type and size lawns to be included in this program.

All properties will be expected to be completed weekly on approximately the same day. Some residents may opt to have services bi-weekly.

Proposal:

Assumption is based on an approximate number of residents. Actual number could vary.

	Number of Residents	Number of Weeks	Cost per property per week	Total
Weekly Grass Cutting Services	40	33	\$28.00	\$36,960.00

Contractor shall have valid liability insurance.

Name: Luis Reyes Email: luisar2224@gmail.com Phone: 708-770-2860

Signature: 

For any questions, please do not hesitate to reach out to Patrick Hastings at phastings@wooddale.com or by call 630-787-3765.

Please submit filled out proposals by 3:30pm February 21, 2023 to email address phastings@wooddale.com.

Attachment A

Program Guidelines

The City of Wood Dale has initiated a Senior/Disabled Grass Cutting Program with the purpose of assisting those in the community who need grass cutting services who do not have the means of completing it on their own. The program will be limited based on available funds and will be on a first come first serve basis.

About the Program:

Participants must be qualified to receive the reduced water billing rates and garbage rates and must own the single-family property. Grass cutting services will begin on or about the last week of April 2022 and will continue to the last week of November 2022. Grass cutting services will occur on a weekly basis unless conditions warrant an extension of time between visits at the discretion of the City.

The services includes:

- Spring Cleanup. This will include a standard spring cleanup of leaves, twigs, branches, debris, etc. that has accumulated on the property over the winter months. The contractor will be responsible to blow debris away from the house, out of landscaping beds, and remove from the property
- Cutting of grass. This will include standard lawn mowing of the property, regardless of size. The contractor shall utilize grass clipping collecting mowers and can mulch clippings onsite unless residents requests removal.
- Edging of hardscape. This will include edging/weed whipping along any hardscape including but not limited to sidewalk, driveway, patio, etc. This does not include edging of landscaping beds, tree mulch rings, or other soft scape features
- Fall cleanup. This service will include a standard fall cleanup of leaves, twigs, branches, etc. that have accumulated on the property over the summer/fall months. The contractor will be responsible to blow debris away from the house, out of landscaping beds, and remove from the property. This will be done after grass cutting is complete and scheduled with the Public Works Department. It is anticipated that this work will be completed during the last two weeks of November.
- This service DOES NOT include fertilizing, trimming of bushes, trees or other plants, watering or pulling of weeds.

Attachment B

List of Typical Properties

114	S Iroquois
121	N Elmwood Ave
136	N Ash
151	N Central
159	N Central
155	N Central
159	N Wood Dale
165	Paramount
174	N Ash
175	Spring Oaks
185	N Central
187	Spring Oaks
209	N Mill
213	E Hiawatha Tr
221	N Mill
241	N Edgewood
261	Cypress Ct
286	N Hemlock
292	Sunnyside
296	Windsor
303	N Elmwood
332	Charmille
347	Carter
348	Gilbert
390	N Oak
391	N Ash
407	N Oak
416	Gilbert
440	N Maple
465	N Central
628	Sarah Dr
637	Mary Jane Ln

The City of Wood Dale

RFP for Grass Cutting Services

Senior/Disabled Grass Cutting Program

Scope and Specifications:

The City of Wood Dale maintains a program to provide grass cutting services for qualified residents. This request for proposals is to retain a contractor to provide for those services. General work will be weekly grass cutting services including cutting, edging and blowing off hardscaped surfaces of the property. A Spring and fall leaf clean up will be assumed into the weekly cost of providing the services. Spring and fall clean ups will require debris to be removed from the property. Attachment A is the programs guidelines to get a better understanding of the program. Services are expected to begin the first full week of April and go through the last week of November, approximately 33 weeks.

Any services outside of this work would be strictly between the homeowner and the contractor without City involvement.

Attachment B is the list of properties that were provided services under the program last year. This list is to give a gauge of the type and size lawns to be included in this program.

All properties will be expected to be completed weekly on approximately the same day. Some residents may opt to have services bi-weekly.

Proposal:

Assumption is based on an approximate number of residents. Actual number could vary.

	Number of Residents	Number of Weeks	Cost per property per week	Total
Weekly Grass Cutting Services	40	33	25	\$ 33,000

Contractor shall have valid liability insurance.

Name: Tomas Herrera Email: jhlandscaper@yahoo.com Phone: 847-778-5453

Signature: Tomas Herrera 2/7/23

For any questions, please do not hesitate to reach out to Patrick Hastings at phastings@wooddale.com or by call 630-787-3765.

Please submit filled out proposals by 3:30pm February 21, 2023 to email address phastings@wooddale.com.



Senior/Disabled Grass Cutting Assistance Program

The City of Wood Dale has initiated a Senior/Disabled Grass Cutting Program with the purpose of assisting those in the community who need grass cutting services that do not have the means of completing it on their own. The program will be limited based on available funds and will be on a first come first serve basis for those that qualify.

About the Program:

The City has obtained a private contractor to fulfill the grass cutting services specified in this program. The City will subsidize the cost per visit price of approximately \$12.50. Participants must meet the criteria set forth below to qualify for participation. Grass cutting services will begin on or about the last week of April 2023 and will continue to the last week of November 2023. Grass cutting services will occur on a weekly basis unless conditions warrant an extension of time between visits at the discretion of the City.

The services include:

- Spring Cleanup. This will include a standard spring cleanup of leaves, twigs, branches, debris, etc. that has accumulated on the property over the winter months. The contractor will be responsible to blow debris away from the house, out of landscaping beds, and remove from the property.
- Cutting of grass. This will include standard lawn mowing of the property, regardless of size. The contractor shall utilize grass clipping collecting mowers but grass clippings may be mulched into lawn.
- Edging of hardscape. This will include edging/weed whipping along any hardscape including but not limited to sidewalk, driveway, patio, etc. This does not include edging of landscaping beds, tree mulch rings, or other soft scape features.
- Fall cleanup. This service will include a standard fall cleanup of leaves, twigs, branches, etc. that have accumulated on the property over the summer/fall months. The contractor will be responsible to blow debris away from the house, out of landscaping beds, and remove from the property. This will be done after grass cutting is complete and scheduled with the Public Works Department. It is anticipated that this work will be completed during the last two weeks of November.
- This service DOES NOT include fertilizing, trimming of bushes, trees or other plants, watering or pulling of weeds.

To Participate:

Fill out the attached application and return to The City of Wood Dale Public Works located at 790 N. Central Wood Dale, IL on or before April 7, 2023. Provide most recent tax bill showing proof of ownership. Agree to the Terms on the back of the application. For any questions, please do not hesitate to **call Public Works at 630-350-3530**.

City of Wood Dale

Senior/Disabled Grass Cutting Program Application

Please complete the form below and return, along with all relevant documentation of eligibility. Please note that this program has limited availability and will be on a first come, first serve basis. **Please turn in at 790 N Central Avenue to the Attention of Senior Grass Cutting Program.**

Name: _____
 Street Address: _____
 Phone Number: _____

Please check all that apply:

Check	Senior Program	Check	Disabled Program
	Over 65 Years Old <ul style="list-style-type: none"> Provide proof of age. 		Disabled <ul style="list-style-type: none"> Provide copy of Secretary of State Disability placard or other proof of disability.
	Applicant must own property <ul style="list-style-type: none"> Provide copy of most recent tax bill 		Applicant must own property <ul style="list-style-type: none"> Provide copy of most recent tax bill
	Applicant annual household income must be less than \$65,000 <ul style="list-style-type: none"> Provide copy of latest income tax return. 		Applicant annual household income must be less than \$65,000 <ul style="list-style-type: none"> Provide copy of latest income tax return.
	Household does not have any other able person to cut the grass.		Household does not have any other able person to cut the grass.

Program Checklist: (Please Read and Initial)

	I have read, understand, and accept the program Criteria and Requirements.
	I understand that my lawn must be free of hazards (i.e. pet waste, any obstruction) or the contractor may not provide service.
	I understand that I will be billed monthly for the service
	I understand that the City may terminate my service if I violate any of the guidelines presented.

The resident(s) hereby release and hold the City, its officers, officials, employees, and contractors harmless for any damage to property or other liability that arises directly or indirectly from the City's grass cutting program.

Signature: _____	Date: _____
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For Office Use Only

Application Received: _____	Approved: _____
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Terms and Conditions

QUALIFICATIONS:

- Resident(s) must meet the following requirements:

Check	Senior Program	Check	Disabled Program
	Over 65 Years Old <ul style="list-style-type: none"> Provide proof of age. 		Disabled <ul style="list-style-type: none"> Provide copy of Secretary of State Disability placard or other proof of disability.
	Applicant must own property <ul style="list-style-type: none"> Provide copy of most recent tax bill 		Applicant must own property <ul style="list-style-type: none"> Provide copy of most recent tax bill
	Applicant annual household income must be less than \$65,000 <ul style="list-style-type: none"> Provide copy of latest income tax return. 		Applicant annual household income must be less than \$65,000 Provide copy of latest income tax return.
	Household does not have any other able person to cut the grass.		Household does not have any other able person to cut the grass.

TERMS:

An application must be completed and signed on an annual basis, to enroll in the program. The application is to be mailed or delivered to the Department of Public Works, 790 N. Central Street, Wood Dale, IL 60191, and Attention: Grass Cutting Service or emailed to phastings@wooddale.com.

- The Department will review the application and accompanying documentation and determine if the applicant qualifies for the program.
- The following service will be provided to an applicant upon completion of the application and approval by the Department:
 - The lawn will be cut weekly, as determined by the City, weather permitting, but in no event will the lawn be cut more than once per week. Cutting will begin no earlier than first week of April, and will continue through the last week of November. The intent of the program is to cut the grass weekly. The City, at its own discretion, may choose to change the frequency of the cutting due to weather. The contractor will mulch grass clippings except for the Spring and Fall clean ups.
 - Hardscapes (sidewalk, driveway, patios, etc.) will be edged (weed whipping) and power blew of excess grass clippings.
 - A Spring Cleanup will be performed the first week of service and will include general cleaning of the yard and bagging/disposal of all accumulated materials.
 - A Fall Cleanup will be performed at the end of the season (at a time determined by the City) and will include general cleaning of the yard and bagging/disposal of all accumulated materials.
 - A monthly bill will be sent to you from the City's Finance Department. The charge is \$12.50 per cut. In the event payment is not received within thirty (30) days of the date of the invoice, the applicant hereby authorizes and agrees that the City shall have the unilateral right to add the delinquent amount due to the water bill for the property and has the further right to disqualify the applicant and property from the program and discontinue future service.
- The applicant agrees to the following:
 - The lawn must be free of all pet waste. The City and/or their contractor reserves the right to not perform grass cutting services due to pet waste on the lawn. If the service is not performed in two consecutive weeks due to pet waste, the applicant will be terminated from the program.
 - The basic program does not include:
 - Fertilizing the grass.
 - Trimming the bushes, trees or other plants.
 - Watering the grass, plants, bushes, trees, etc.

4. The applicant may withdraw from the program by providing the Department with written notice. Such notice shall include a specific withdrawal date which shall not be less than seven (7) days from the date the notice is received by the City. The applicant shall pay the City for any services rendered prior to the withdrawal date.
5. The City may terminate, suspend or close the enrollment period for the program, at any time.
6. The City may limit the number of participants in the program. In such case, space in the program will be filled on a first come, first serve basis. Completed applications must be received by the Public Works Department.
7. If there are any issues with service for a particular event, the City requires the resident(s) to call the City promptly after each grass cutting. This will alleviate any discrepancies between resident and contractor for billing purposes.
8. The applicant hereby agrees to hold the City, its officers, officials, employees, contractors, and agents harmless for any damage or loss to the property, which arises directly or indirectly from the City's grass cutting program.



February 23, 2023

FINANCE & ADMINISTRATION **COMMITTEE MINUTES**

Committee Date: February 23, 2023
Present: Alderman Ames, Alderman Catalano, Alderman Curiale,
Alderman Jakab, Alderman Messina, Alderman Susmarski
Absent: Alderman Woods
Also Present: Mayor Pulice, City Manager Mermuys, Director Wilson, Director
Springer, Chief Zito, Deputy Chief Banazynski, Director Lange,
Asst. Director Hastings, Asst. Director Garelli, Director of Admin
Ibares, Executive Assistant Guy, IT Manager Stenson,
Community Events Silva, City Clerk Curiale, Treasurer Porch
Meeting Convened at: 07:30pm

APPROVAL OF MINUTES:

Ald. Jakab made a motion, seconded by Ald. Ames, to approve the minutes of the January 26, 2023 meeting as presented. A voice vote was taken, with all members voting aye.

REPORT & RECOMMENDATION

FY 2024 Budget

DISCUSSION:

Director Wilson presented the draft of the FY2023 Budget. He began by reviewing the six different types of fund: General, Special Revenue, Capital Projects, Enterprise, Internal Service and Fiduciary. There are 16 active funds with 9 proposed budget increases and 7 proposed budget decreases. Proposed revenues for all funds are \$45,935.121, and expenditures are \$47,239,566. These numbers exclude transfers. Personnel rates will increase due to IMRF, increased salaries, and increased health care costs. He also referred to an IMRF decrease rate this year by 2.14% due largely to better-than-expected investment returns. The items listed as the "reason" for an increase or decrease in a department is not an exhaustive list, but a notation about what had a significant impact on the change. Other line items may have changed but did not materially affect the overall picture.

There are five expanded level sheets in this year's budget, and they are: Azure Cloud Mitigation, Building Administer, PD Software, PW Analyst, Dial-A-Ride driver to full time (currently part time).

General Fund Summary

This will end with over just over \$668,000 surplus for, FY2023. As presented, FY2024 has a budgeted surplus of \$93,005.

Director Wilson reviewed the Summary of Revenues. The increase in taxes driven by property tax and sales tax will be offset by a decrease in use tax.

Alderman Woods arrived at 07:43 pm

Mayor Pulice inquired before we move on from revenue, I have a question about the funds that we put into the budget each year for bullet proof vests? And how long do they last? Director Wilson stated that the funds come out of Police operations, and the amount shown is a reimbursement that we get from Department of Justice for purchasing the vests, but I will have to defer to the Chief on the life cycle of the vests. Mayor inquired if \$2,200 each year is enough to replace the vests as needed. Chief Zito started by relaying that the life cycle of each vest is 5 years, and the \$2,200 is not the actual cost of the vest that is the just the amount of the reimbursement. Mayor asked how many vests does this cover each year? Chief stated that this year we had to purchase 14 vests which includes scheduled replacement and new Officer's and due to turnover.

On the Summary of Expenses, the personnel account has an increase of \$161,000 due to two expanded level items. Increase in Contractual driven by the Trax-Guard and ACDC contract, and two expanded level items. Increase in Commodities is due largely to fuel costs.

Administration

The increase in personnel is due to an increase in personnel due to a GIS Specialist returning to full time status, and a contractual due to IT-expanded level items. Increase in HR is mostly related to P & C/WC Insurance coverage. The increase in Marketing is due to increased costs related to the City's newsletter. Alderman Jakab inquired about the recording fee increase of about \$9,049. Director Wilson stated that there are 2 different facets to the recording fees. One fee goes to DuPage County and then there is the recording of the new ordinances with the codifier, so over \$7,000 of that is due to the recording of the new UDO with the codifier. Alderman Catalano wanted to know about the 25% increase in marketing for the Newsletter. Are we going to go out for more bidding? Miss Silva stated that the bidding for a new contract will be coming up April 2024, so we intend on going out starting January 2024. Alderman

Catalano inquired if we are planning on trying to get someone from the City for the contract? Miss Silva stated that is her goal.

At this time Alderman Woods brought up the position of Assistant City Manager that we had talked about a while back. He put together some numbers based on other communities and what those costs including IMRF, insurance and other benefits and he came up with a cost factor of \$159,375 for the newly created position. Since we are adding in positions, I would like to add that into the budget. The Mayor asked if we add that in will that put us into a deficit budget? Director Wilson stated that based on our projected numbers as purely on mathematics that amount would put us into the negative, so yes.

Cloud Migration

The City proposes to migrate our current on-premises data to Microsoft Azure Services for Government. This solution will provide a cloud environment specifically built to meet compliance and security requirements for local municipal governments. Total funding - \$37,000. Alderman Jakab had a couple of questions on the Cloud Mitigation. In the past our former IT Director highly recommended having our internal servers, so what compelling event has changed that we now need to go to the Cloud? Director Stenson said that a couple of things happened recently. We had a failure of our power system that powered the server room in the PD, so from a physical standpoint that when we migrate to the cloud, we would have multiple redundant failover data centers. Also, we would have more data storage specifically for our in-car video' and body worn camera's taking up storage this would increase the storage by 10 terabytes a year. The Mayor inquired since we have several programs with Microsoft would we be getting a discount using they program? Director Stenson stated that we have a current licensing structured plan with Microsoft with our Office 365 and desktops, so with Azure we would then have a hybrid licensing, which we would get a reduction in the licensing fees.

Alderman Messina inquired if we are doing a security review? Director Stenson so we are in the process of our IT assessment, and it should be completed by the second or third quarter. Alderman Messina asked if we would be able to see the results of the review? Director Stenson stated yes, as soon as we get the report, we will forward it to the Council. With Microsoft Azure we have built in security and will receive daily logs. Director Stenson stated that the costs for the program would go down substantially if we extended the number or years of the contract. We are currently budgeting only for 1 year. When we get further information on migration costs, we will forward it to the Council. Alderman Messina requests that he also include a tier schedule from Microsoft on costs for support. Mr. Stenson said that it will also be included in the report.

Community Development

The increase in Personnel due to an increase in positions, including an expanded level item. The total increase for their budget is 17.23%.

Building Administrator

This position previously existed in the Department with the title of Building Administrator and was included in last year's FY2023 budget. The position became vacant in April 2022 and the job was posted twice in 2022 with no successful candidates. While the position has remained vacant, the Department has increased the use of consultants for plan review and has shifted the administrative portion of the work performed by the individual to other Department staff. In FY2022 we paid consultants approximately \$99,000, and the total funding for the position in FY2024 is \$111,768. Alderman Jakab asked if in the past we found the benefits of having several contractors, because then you don't depend on one person to know everything? Manager Mermuys stated that what he is thinking of is another part, that this position is more related to building code type of issues. Even if we approve this position there is no guarantee that we will be able to hire someone even the companies that we use for outsourcing are have problems finding people to hire. Alderman Curiale inquired why there is no health care line embedded into the budget? Mr. Mermuys stated that the insurance had already been embedded into the departmental budget. The Mayor inquired this position other than doing plan review, will they also be doing building inspections? Director Springer stated that it is her understanding that the Building Administrator position had mostly supervised the consultants and some of the staff and would do most of the plan reviews. The Mayor stated that the past Building Inspector had done some inspections at Elizabeth Park and caught several things and made the residents very happy, and the additional inspectors would be a great thing for the City.

Finance

There are no notable changes this year except a 5.52% in the personnel account. The only question came from Alderman Jakab inquiring why the health insurance cost went down \$20,000? Director Wilson stated it was due to health plan changes such as going from PPO to the less expensive HMO, and the employee picking up insurance through their significant others. Alderman Woods inquired why there is nothing in the budget for training and school reimbursement? Perhaps it's time to introduce tuition reimbursement or some kind of program to attract younger people to apply for positions. Especially since we are having a hard time hiring people. We used to have a program in the past, but the problem was they would get their degree and then they would leave. The Mayor stated that his daughter went through a program like that, but you had to sign a contract and give them an extra 2 to 3 years

of service, or you would have to reimburse the company. Alderman Ames asked if they offered technical or trade training would this also be included in this budget item? That type of training would be included in the Departments Education and Training line item.

Alderman Catalano inquired about the credit card fees. He stated on one page it decreased, and yet on another page it increased, can you explain that? Director Wilson stated that we have a positive number from the water fees due to the fact that we are able to recoup the \$2 fee, but the RTA fees we cannot due to it only being a \$1.50 charge.

Police Department

The Police Department will see an increase in Contractual related to Trax-Guard and ACDC contracts. Contractual includes an expanded level item, Software Platform. Alderman Jakab inquired about the Detective line budget it was at \$650,00, then went down and then increased again? Director Wilson as we all know that they are very low in staffing, but we budgeted the amount that would be needed to go back to full staffing in investigations. Alderman Jakab's also asked why the Trax-Guard is going from \$58,000 to \$132,000? Mr. Mermuys stated that it is going up this year because it is a year for replacement cycle of the equipment as part of the contract.

Software Platform

Frontline Public Safety Solutions offers a state-of-the-art cloud-based platform that was created by Police Officers who saw the need for government agencies to update and facilitate the way they communicated and track pertinent information within their organizations. The goal of Frontline PSS is to simplify the means of collecting and disseminating information in a secure online environment via modules. These modules include a community portal for residents and businesses, a professional standards module, a field training module, a training tracker module, a body work camera (BWC) audits/quality assurance (QA) check module, and a policy tracker module. Total funding - \$12,000.

Alderman Messina asked if this is for self-service? Chief Zito there is a public facing portal that will help us make overnight parking efficient and vacation watches, and then there is an internal component that will help us on our end with field training software and will help us go paperless in some modes. Alderman Messina agrees that it would well be worth the expenditures, because the current process to request vacation watches online, or through ACDC is not a pleasant experience.

At 08:24 Alderman Susmarski stepped out and returned at 8:28 pm.

Alderman Woods asked if there is somewhere that we could look at a demo of the software? Chief Zito does not believe that there are any YouTube demos. He did all his demonstrations on Zoom meetings with the vendors. Alderman Ames asked if the \$12,000 is just for one year? Chief Zito stated that it is for an annual subscription, and the annual increase yearly in the industry is 5%. The Mayor inquired if this company is based in the Country or the State? Chief Zito stated that the company is based out of Elmhurst.

Police & Fire Commission

The Police & Fire Commission oversees the establishment of both promotional and initial hiring civil service list and make conditional offers of employment to entry level Police Officers. Increases related to employee recruitment/testing program. New testing may be required before the normal timeframe. Alderman Jakob asked that back in 2021 testing cost \$4,000, and now knowing that we are short people wouldn't it be more expensive like \$8,000? Director Wilson said that they have a new assessment testing for the sergeant testing so we will incur more expenses. One year we had 500 people show up it will cost more and then only 80 people will show up the next year, so that will affect the cost.

Public Works Administration

Responsible for the planning, direction, and management of the Public Works Department. Increase in Personnel related to an expanded level item. Alderman Jakob asked how much is each employee allotted for uniforms? Director Wilson responded \$600.00. Alderman Jakob then asked if it is just for Administration, or is it for all employees? No, all of Public Works uniform allowance comes out of the Administration account.

Public Works Management Analyst

The Public Works Management Analyst is part of the effort to right-size the number of employees for the work performed by the department. The Management Analyst assumes a lead role in management of a variety of routine and complex administrative, technical, and professional activities in the development, implementation, evaluation, and coordination of various Public Works activities. Duties would include, but are not limited to: Review, develop, implement, and administer policies and/or standard operating procedures. Oversee routine updating of the Public Works webpage. Review, develop, coordinate, implement, and monitor an effective safety training and risk management program. Manage the development of standard operating procedures, as well as monitor and measure Department adherence to said procedures. Total funding \$109,214.

Director Lange this position would be responsible for a few ongoing administrative tasks that we are hoping to improve and expand upon such as: identifying and pursuing grant funding

opportunities, managing our ROW permit program so tracking contractors their certificates of insurance, bonds, and proper licenses in place, proper fees are being collected, scheduling, making sure the ROW are being restored properly. Also, we are looking to consolidate some of the facilities contracts such as janitorial and HVAC so we can get better costs for those, and we are responsible for tracking all of the backflow devices in town and at any time there could be around 15% of non-compliant devices. Alderman Jakab asked since Public Works has never worked so smoothly why is it we think we now need an Analyst? Mr. Mermuys added that things are going more smoother than before, but when they are coming to me and telling me that they need some extra assistance I must respect their opinion that they need that assistance. Alderman Messina asked if we are still outsourcing the backflow so will this get rid of that? Director Lange stated that the company would still do the tracking of the backflow devices and it will be in coordination with staff and Community Development they will be identifying properties that should have backflow devices. Alderman Woods inquired if this position would take care of warranties and do follow-ups to make repairs? Director Lange stated that is correct and contract administration would fall underneath this position.

Streets

Responsible for the care of streets, curbs, sidewalks, street lighting, parkway trees, signage, grass, and snow & ice control. Decrease in Personnel due to new hires coming in at a lower salary after the ERI retirements and internal transfers. Alderman Woods asked if we are planning on hiring more seasonal workers this year? Director Wilson stated that we always try to get 4 seasonal employee's and this year we only had 2. We budget for 4 and hope that we can hire that many during the summer. Alderman Messina asked is there a reason that we dropped the parkway tree budget? Director Lange stated that we find this amount is more representative of what we actually spend. Also, we were fortunate to work with CRTI (Chicago Region Tree Initiative) and were able to get 60 free trees that were planted around town. Alderman Messina also wanted to know which account that repairs to damaged mailboxes comes out of? Director Lange stated that it comes out of Other Parts and Materials in commodities. Alderman Woods asked that in one of the CDC meetings a builder had to give us either money or plant trees, is that included in this total? Director Wilson stated no, but we have a Geo ballot sheet account, and it is not an income statement account. The actual account is called the tree escrow account funds, and they are placed there and are specifically restricted to be used for replacement trees.

Mayor Pulice left the meeting at 08:40 pm and returned at 08:44pm

Vehicle Maintenance

Responsible for the preventative maintenance and repair to all City vehicles and equipment. No notable changes for this year. There were no questions.

Special Revenue Funds

Road and Bridge

Used to support the General Capital Projects, City roadways, signage, striping, and streetlights. No notable changes for this year. Alderman Catalano had a question about the gas lighting in Ward 1 with the price of natural gas going up? Alderman Messina added that he thinks that it is \$600 a month. He stated that he has a folder of receipts that show that sometime in the past a council signed an agreement that we would take care of the lighting. Alderman Catalano added he has no problem with that, but he does have a problem with the fact that the lights are on 24/7 hours a day. Alderman Messina said that they do have a plan to retrofit the system to electric, and there may even be grants out there to do so.

Motor Fuel Tax

Used to pay for the maintenance and improvement of City streets, streetlights, and salt purchases. Increase in interfund related to CIP – Elizabeth Drive Bridge, City match for STP-Bridge funding, and funding for the Irving Park/Central signal. The Mayor inquired if the number of streetlights will increase this year? Director Wilson stated that is correct. Alderman Messina asked if we would consider escalating the funds for this year. Alderman Catalano stated that we did last year and increased the funds to \$100,000 from \$30,000.

Tourism

Used to promote and account for tourism and special events within the City. Personnel-expanded level item. Increase in Other related to the increase in Special Events, offset by a decrease in City Signage. No questions asked

Full Time Dial-a-Ride Driver

Historically, the Dial-a-ride program has included two part-time van drivers, however, since the retirement of a driver in July 2021, the City has been unable to fill the open position due to a lack of qualified candidates and applicants preferring to search for full-time works. Alderman Woods inquired about the overall numbers for the salary of the Dial-a-ride Driver. Director Wilson stated that the overall salary per the union would be \$63,558, and the projected total with benefits and insurance is \$90,691. Alderman Woods stated that he had a problem only having 1 driver versus 2 drivers, so if that driver ever gets sick, we would not have any driver for the day. From what he knows about the program is that we have a pretty steady ridership, and they really depend on the program. Director Lange stated that we have some back-up drivers on staff that have been approved by PACE in the event the van driver is not available. Manager Mermuys stated that it may seem that it is ideally running smoothly, and the current driver is doing a great job, but there is no guarantee that she will stay part-time. We have gone out and tried to hire a second part-time driver unsuccessfully. Everyone

interviewed is looking for full time employment. Alderman Woods suggested that if we upped the base salary that it may be easier to find the second driver. The Mayor inquired the current salary since this is a union position? Director Wilson said that it is a union position and at \$30 per hour, the rate is tied to that. The Mayor asked if he is correct that when it was 2 drivers one week a driver would work 2 days and the other 3 days, and they would switch every month. So, they are getting full pay for 2 weeks and they only work 5 days. So, he agrees that we should be able to hire 2 drivers at a \$45,000 salary. Director Lange stated that at the time that the second driver retired we interviewed to fill it, and no one would accept the offer due to the fact that they are looking for a full-time job. I am not sure if it was the salary, or because they were looking for the benefits. Alderman Ames asked if there is any level of part-time employment that offers benefits? Director Wilson said the way that our standards are set no part-time employee would qualify for benefits. If they worked 20 hours per week that would fall below our threshold for Affordable Care Act benefits. Alderman Messina inquired if we would be able to outsource the position? Director Wilson we would not be able to do that because we would explicitly be eliminating a union position for outsourcing, and it is prohibited by the contract.

VOTE:

Ald. Woods made a motion, seconded by Ald. Messina. A roll call vote was taken, to consider the hybrid approach for hiring for the position of PACE Driver to increase the salary to \$45,000 a year, and to keep the program with 2 drivers. with the following results:

Ayes: Alderman Ames, Alderman Catalano, Alderman Jakab, Alderman Messina,
Alderman Woods
Nays: Alderman Curiale and Alderman Susmarski
Abstained: None
Motion: Carried

Narcotics Forfeiture

Used to account for the deposit of local seizure/forfeited monies associated with narcotics investigations. The increase accounts for the cost of a new K-9 unit and equipment for the new K-9. There were no questions.

TIF District #1 Thorndale Corridor

This fund accounts for the revenues and expenses related to TIF District #1 (Thorndale Corridor). Capital reduction related to land acquisition offset by construction. Interfund Transfer related to the new Public Works Building. There were no questions.

TIF District #2 Wood Dale Rd & Commercial

This fund accounts for the revenues and expenses related to TIF District #2 (Wood Dale Rd & Commercial). Currently there are no approved projects for TIF #2, however anything that may arise would come before the Council for approval. There were no questions.

TIF # 3 Route 83 – North

This Fund accounts for the revenues and expenses related to TIF District #3 (Route 83 – North). Currently there are not approved projects for TIF #3, however if anything that may arise would come before the Council for approval. There were no questions.

Capital Project Funds

General Capital Projects

Used for the acquisition and construction of capital assets of governmental fund operations. Discussion was held at the January 12th Committee meeting. Figures presented include the changes voted upon that night, as well as additional monies for the railroad merger and the new admin transfer. Large reduction due to the completion of the Public Works Building. There were no questions.

Land Acquisition

Used to account for the land acquisition expenditures of the City. Currently no expenditures planned, and any change to that would come to the Council. Director Wilson you will see an incoming revenue amount for \$1,105,000, and that is coming from reimbursement for the FEMA Land Buy-out. Alderman Catalano inquired how many properties were bought out? Director Wilson stated that there were 3 properties that participated in the Flood Buy-out Program.

Enterprise Funds

Commuter Parking Lot

Used to account for the operation of the Metra parking lot owned and maintained by the City. Increase in Other related depreciation expense. This is a bare bones fund until commuter participation gets back up to pre-pandemic ridership. There were no questions.

Sanitation

Used to account for sanitation service (scavenger/recycling/yard waste) provided by an outside vendor to the City. Also, the budget for the Wood Dale Green fair comes out of this budget. Alderman Catalano asked how much goes towards the fair? Director Wilson stated that there is \$8,000 budgeted for that project. Alderman Jakab asked what are we using a

credit card for in this fund? Director Wilson they are the funds from the payment for the water bills that are paid by credit cards, and the funds go directly back into the water fund.

Water/Sewer Fund

Increase in Charges related to new user(s) and anticipated rate increase. Interfund transfer from TIF related to new elevated tank (water tower) project. Question from the Mayor are we going to use TIF money for the water tower? Director Wilson this is a decision that we are exploring, and this is a decision that must be made by the lawyer. With the new cleaners coming into the industrial park that will cause strain on the water delivery system, therefore that would show causation to use the funds from the TIF. Mr. Mermuys reminded everyone that we will be having a water workshop later in the year and we will be discussing this in more detail.

Water/Sewer Fund Operating Expenses

Used to account for all operations of the Water and Sewer utility services provided by the City.

Utilities Division

Used to account for the operation and repair on all potable water, storm sewer, and sanitary conveyance systems within the City. Decrease in Contractual due to reduction in costs related to production of the utility bills. Increase in Commodities due to water purchase - new users and anticipated rate increase. Decrease in interfund due to an increase in General Fund offset by a decrease in CERF. Alderman Messina inquired if the increase of \$392,000 was due to the increase in water rates from Chicago, and charges from DuPage? Director Wilson stated that it was the increase of 17% by Chicago and passed onto us by DuPage County, and we are anticipating additional increases in the future.

Wastewater Division

Used to account for the operations of the City's two treatment plants, to ensure environmental compliance. Increase in Contractual related to minor adjustments in multiple line items with the largest being in "Dump Fees". Principal & Interest payments are like a teeter-totter, as one goes up, the other goes down. Decrease in Interfund due to an increase in General Fund offset by a decrease in CERF. There were no questions.

Capital Division

Used for the acquisition and construction of capital assets of the Water/Sewer Fund. Discussion was held at the January 12th Committee meeting. There were no questions.

Internal Service Funds

CERF net change \$40,700

Capital Equipment Replace Fund

Used to account for the purchase of municipal vehicles. Amount budgeted each year depends on the fleet replacement schedule, which is reviewed and updated annually. There were no questions.

Fiduciary Funds

Police Pension

Used to account for pensions paid for police officers, and contributions for participants and property taxes. Increase in Other related to benefit payments for retirees.

Special Service Area

Used to account for bond proceeds, construction costs, and subsequent property tax levy collections. Currently this Fund operates as a debt service fund, as there are no ongoing projects related to SSA funding. Debt service is being paid on 12, 13, and 14. As the debt gets paid down, amount that goes towards principal goes up, interest goes down.

FURTHER DISCUSSION:

Alderman Catalano asked just so the residents know what is the total of the amount of the surplus budget that we have? Director Wilson responded as presented we have a surplus of \$93,005 this year. Alderman Catalano put forward a motion to accept the budget as it has been amended. Alderman Woods stated that before we move forward, I would like to have a little more conversation on adding the position of an Assistant City Manager. Mr. Mermuys stated that he did not approve of this decision and he red-sheeted the idea. Alderman Catalano stated that if we added the position would it put us in a deficit budget. Alderman Messina stated that we should put something in the budget so we can begin a conversation on the subject. He would like to hear more about the positive aspects on adding the position, and possible setbacks. Mayor Pulice stated that he would like to put into the budget \$75,000 to put in a place holder until we can have a discussion so that he can hear both sides. If you pass \$75,000 you will still be passing a positive budget, and we are not going to settle this tonight it will be left to future discussions.

VOTE:

Ald. Woods made a motion, seconded by Ald. Jakab, To allocate \$75,000 into the budget to use a place holder to bring it up future discussion on a possible Assistant City Manager position. A roll call vote was taken, with the following results:

Ayes: Alderman Ames, Alderman Jakab, Alderman Messina, Alderman
Susmarski, Alderman Woods
Nays: Alderman Catalano and Alderman Curiale
Abstained: None
Motion: Carried

ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:

- FY 2022 Audit Report - March

ADJOURNMENT:

Ald. Catalano made a motion, seconded by Ald. Woods, to adjourn the meeting at 10:12 p.m. Upon a voice vote, the motion carried unanimously.

Minutes taken by Julie Szabo



REQUEST FOR COMMITTEE ACTION

Referred to Committee: March 9, 2023
Subject: Business District Study Proposal
Staff Contact: Brad Wilson, Finance Director
Department: Finance

TITLE: Proposed Business District Study

RECOMMENDATION:

Approve the attached agreement with SB Friedman to perform the Business District study, in an amount not to exceed \$21,410.

BACKGROUND:

This proposal will focus on the remaining unincorporated area between Edgewood and Route 83, south of recently created TIF and north of Foster.

ANALYSIS:

A Business District is a financing tool used to promote the development of new businesses with the target area. This program is similar (yet different) to a TIF its use and ability to promote development. The Business District also has an effective life cycle of 23 years, just like a TIF.

The funding for the Business District comes from an additional sales tax that is charged within the District. It is important to note that this additional tax is applicable only to those businesses located in the District, no other businesses within the City would be subject to the tax.

Examples of items that can be funded via the Business District include, but are not limited to studies, site preparation, public infrastructure, and relocation costs.

Currently, SB Friedman is conducting a TIF analysis on this same area. A number of the criteria and procedures for evaluating if the area would qualify as a Business District are the same. Conducting this study at the same time as the TIF study will provide synergies in the work to be completed, pricing, and timing.

DOCUMENTS ATTACHED

- ✓ SB Friedman Proposal

February 28, 2022

Mr. Brad Wilson
Finance Director
City of Wood Dale
404 North Wood Dale Road
Wood Dale, IL 60191

Dear Mr. Wilson:

SB Friedman Development Advisors ("SB Friedman") is pleased to present this proposal to the City of Wood Dale (the "City") to provide Business District (BD) consulting services to support commercial corridor development along Busse Highway (the "Study Area"). It is our understanding that the City is seeking a firm to conduct eligibility analyses, prepare revenue projections and feasibility analyses for the proposed Business District. Should the City desire to proceed with BD designation, we would prepare the formal eligibility study and redevelopment plan, and support the notice and approval process, if desired.

Background and Approach

The City has invested significant effort and funds to expand its commercial and industrial base in and around the Study Area as evidenced by the Nippon Express development completed in 2021. The City seeks to continue this momentum and ensure adequate retail and other commercial development continuing south along Busse Highway.

It is our understanding that the City is considering utilizing Business District (BD) financing to support redevelopment. We understand that most of the land in the Study Area is not currently in the City limits. Our work assumes the entire Study Area will be annexed prior to BD adoption.

The City seeks to understand the eligibility of and the optimal boundary for the potential BD, as well as the potential sales tax revenue that the district could generate if designated as a BD. The proposed Study Area is shown on the following map:

Map 1. Proposed BD Study Area



Under this proposed scope of services, SB Friedman will work with City staff to determine the eligibility and revenue potential of the Study Area. We have organized our proposed scope of services into three primary tasks:

1. **Conduct BD Eligibility Analysis.** We will begin the engagement by completing a BD Eligibility Study for the Study Area. We will document the eligibility criteria by parcel. As we confirm and document eligibility findings required by the BD Act, we will work with City staff to obtain data, identify and finalize the optimal BD boundary.
2. **Prepare BD Sales Projections and Summary Slides.** Following confirmation of an optimal BD boundary, we will work with the City to prepare BD sales tax projections from existing stores and businesses as well as projected new tenants. The projections will be provided annually for the life of the BD. To summarize our findings, we will prepare summary slides documenting the eligibility findings and potential revenue associated

with the Study Area, as well as recommendations regarding the boundary that appears to best meet eligibility and the objectives of the City.

- 3. Prepare BD Plan and Support Public Approval Process.** We will prepare the formal Redevelopment Plan and Project document required under the Business District Development and Redevelopment Law (BD Law). We will work with the City and the City's legal counsel to support the public approval process required for establishment of a Business District.

A detailed scope of service and budget for each of these tasks is provided below.

Scope of Services

TASK 1: CONDUCT BD ELIGIBILITY ANALYSIS

1. Conduct Project Kickoff Call

We will conduct a call with the City to:

- Discuss the project scope and timeframe;
- Confirm the initial boundary of the Study Area and fieldwork approach;
- Review any existing documents compiled by the City; and
- Identify additional key sources of data that we will need for our analysis.

2. Obtain and Review Background Data

We will pursue key data to determine whether the Study Area qualifies for BD designation, based on the criteria outlined in the BD Law. In order to complete our eligibility study for each Study Area, we will:

- Obtain current GIS parcel shape files and/or existing base maps from the City
- Prepare internal base maps;
- Confirm current municipal boundary and planned annexation to ensure that parcels to be included in BD are either within the City or the planned Annexation Area;
- Obtain and review five-year history of building permit data for parcels within the Study Area;
- Obtain information about properties in the Study Area through interviews, as appropriate;
- Obtain information about existing tenants;
- Obtain any traffic studies and roadway capital improvement plans;
- Prepare PIN list;
- Obtain six-year history of equalized assessed values (EAV) for the Study Area and City from DuPage County; and
- Compile, proof and map eligibility criteria, as required.

3. Conduct Field Research

We will conduct field research in the Study Area and, generally, the surrounding context of the Study Area, to document field-observable eligibility factors. Our budget estimate assumes one day of field work for the Study Area.

4. Conduct Analyses for Required Findings and Tests

To test eligibility, we will analyze the growth in EAV over the past six years (five year-to-year periods) and compare EAV growth in the Study Area to growth in the City EAV overall and the Consumer Price Index over those periods. We will conduct additional analyses of data from the City and our field research to determine whether the Study Area meets other required findings and tests outlined in the BD Act, which include:

- Lack of growth and private investment;
- "But for" analysis;
- Conformance to the plans of the City; and
- Contiguity of parcels and benefit from BD designation.

5. Analyze Eligibility and Potential Boundary

Based on our field research and other data, we will analyze eligibility of the Study Area and determine the optimal boundary. The eligibility findings and boundary will be documented in a series of maps for the Study Area.

6. Conduct Call with City to Discuss Findings and Boundary

We will conduct a call with the City to discuss our findings and recommendations and to finalize the BD boundary.

TASK 2: PREPARE REVENUE PROJECTIONS AND SLIDES

7. Project BD Sales Tax Revenue for the Study Area

Using the preferred BD boundary determined through the eligibility analysis, we will prepare BD sales tax revenue projections based on preliminary site plans, comps research and other means.

We will estimate potential sales within the potential BD and project BD sales tax revenue under alternate scenarios (e.g., imposition of a 0.25%, 0.5%, 0.75% or 1.0% BD sales tax rate).

8. Prepare Draft Slides

We will prepare slides to document our eligibility findings, revenue projections and recommendations regarding the potential BD. The slides will provide sufficient information for the City to decide whether to proceed with BD designation.

9. Discuss with City Staff and Finalize Slides

We will hold a conference call to discuss the draft slides with City staff. We will make one round of revisions to the document based on consolidated feedback from the City and issue a final deliverable.

TASK 3: PREPARE BD PLAN AND SUPPORT PUBLIC APPROVAL PROCESS

This task assumes that the Study Area will have been found to meet eligibility criteria for designation as a Business District in Task 1. If, at this point, it appears unlikely that a Business District can be established, we will discuss options regarding potential alternative approaches going forward and will stop work until a clear path can be defined, working jointly with the City.

10. Prepare Draft Eligibility Study and Plan Document

We will draft a formal Eligibility Study, as well as the Redevelopment Plan and Project for the proposed BD. As required by the Act, the document will include:

- District boundary, including a map;
- Eligibility analysis;
- Required findings and tests, including the “but for” test;
- General description of proposed projects;
- Location of proposed projects;
- District name;
- Estimated project costs;
- Anticipated sources of funds to pay project costs;
- Anticipated type and term of obligations to be issued; and
- Tax rate(s) to be imposed.

Preliminary projections of Business District taxes will be included for the purpose of confirming the supportable budget for the district, as required by the BD Law. A series of maps of the proposed Business District will be prepared for inclusion in the plan. These maps will include: community context, proposed boundary, and the documentation of eligibility factors.

11. Obtain and Proof Boundary Legal Description

Based on the City’s preference, we will either directly engage and manage a licensed surveyor, or coordinate with the City, who may elect to work directly with a licensed surveyor, to obtain a boundary legal description for the BD. Once the boundary description has been prepared, we will proof the text to ensure its accuracy prior to inclusion in the Plan.

12. Prepare Business Address List for Submittal to IDOR

Typically, we will prepare a list of sales tax generating businesses and vacant spaces within the BD boundary for submittal to the Illinois Department of Revenue (“IDOR”). However, given that there are no commercial businesses in the Study Area, we do not anticipate performing this task.

13. Finalize Business District Plan

We will submit the draft plan to the City and the City’s legal counsel for review. We will conduct a call to discuss edits and incorporate one round of revisions. We will then finalize the plan and send to the City for filing with the City Clerk.

14. Support Public Approval Process

The City will be required to provide public notice per the Act. We will work with the City’s legal counsel to ensure appropriate noticing, though the City and legal counsel will be responsible for preparing and publishing required notices. We will attend and present at one in person Public Hearing/City Council Approval meeting.

Timeframe

We will work closely with the City to meet any specific deadlines for the analyses, where possible. On the basis of the scope of the work outlined herein and our experience with similar projects, we estimate it will take approximately 60 to 75 days to complete Tasks 1 and 2. The precise timing will depend in part on the length of time it takes for the City, County and other potential data sources to provide key data for our analyses. We will work with the City to determine the timing of Task 3, which would occur following the completion of Task 2.

Fee Proposal

Professional fees for our services will be based on time required at the then-current billing rates of the assigned SB Friedman personnel. The scope of the engagement and our experience with similar services indicate that our professional fees and expenses will not exceed **\$21,410**, as shown below and detailed budget estimate table.

Task 1: Conduct BD Eligibility Analysis	\$8,525
Task 2: Prepare Revenue Projections and Slides	\$5,450
Task 3: Prepare BD Plan and Support Public Approval Process	\$6,395
Reimbursable Expenses	<u>\$500</u>
TOTAL SB FRIEDMAN FEES AND EXPENSES	\$21,410

The above fee estimate is based upon the work steps described in the Scope of Services, and the time budgets shown in the detailed budget estimate. This fee proposal contemplates our attendance at the following virtual meeting:

- One Public Hearing for Business District designation

The fee estimate has been prepared based on certain assumptions as to the time required and the amount of data available from the City. The fee estimate is subject to upward revision if the engagement entails more time than estimated due to problems that are encountered which could not reasonably have been foreseen at the commencement of the engagement, or if the scope is changed. In this event, we will discuss the matter with you so that a mutually agreeable revision may be made. Fees and expenses for our services will not exceed the total budget estimate without further authorization from the City.

Detailed Budget Estimate

TASK STEP		Senior Vice President	Project Manager	Associate
	TOTAL	\$300	\$245	\$185
TASK 1: CONDUCT BD ELIGIBILITY ANALYSES				
1 Conduct Project Kickoff Call	\$915	1	1	2
2 Obtain and Review Background Data	\$860		2	2
3 Conduct Field Research	\$3,205		1	16
4 Conduct Analyses for Required Findings and Tests	\$1,530	1	2	4
5 Analyze Eligibility and Boundary for Study Area	\$1,285	1	1	4
6 Conduct Call with City to Discuss Findings and Boundary	\$730	1	1	1
Task 1: Subtotal Professional Fees	\$8,525	4	8	29
TASK 2: PREPARE REVENUE PROJECTIONS AND SLIDES				
7 Project BD Tax Revenue for Study Area	\$1,900	1	2	6
8 Prepare Draft Slides	\$2,020	1	4	4
9 Discuss with City Staff and Finalize Slides	\$1,530	1	2	4
Task 2: Subtotal Professional Fees	\$5,450	3	8	14
TASK 3: PREPARE BD PLAN AND SUPPORT PUBLIC APPROVAL PROCESS				
10 Prepare Draft Eligibility Study and Plan Document	\$2,760	1	4	8
11 Obtain and Proof Boundary Legal Description	\$615		1	2
12 Prepare Business Address List for Submittal to IDOR	\$0			
13 Finalize Business District Plan	\$1,160	1	2	2
14 Support Public Approval Process	\$2,400	8		
Task 3: Subtotal Professional Fees	\$6,935	10	7	12
Total Hours	95	17	23	55
Total Professional Fees	\$20,910	\$5,100	\$5,635	\$10,175
Plus Reimbursable Travel and Expenses	\$500			
Boundary Legal Description	Not included			
Mailing and Noticing Costs	Not included			
TOTAL ESTIMATED BUDGET	\$21,410			

Please note that this fee proposal does not include expenses or allowances for third-party costs, such as:

- The boundary legal description for the BD, which will need to be performed by a licensed surveyor. This may not be necessary if a legal description was prepared for previous or ongoing projects with identical boundaries. However, if needed, fees for a boundary legal description are anticipated to range from \$2,000 to \$4,000;
- Legal costs; and
- Costs of noticing and publication of meetings.

Actual billings will be based on time expended at the Special District Designation Project Hourly Rates, currently as follows:

Senior Vice President/Partner	\$300
Vice President	\$260
Project Manager	\$245
Associate Project Manager	\$225
Associate	\$185
Research Associate	\$160

These rates will be in effect until December 31, 2023 except in the case of promotions of individuals. After this date, rates are subject to adjustment.

Travel, publications, maps, telephone toll charges, photocopies, report reproduction, color reproduction, faxes, messenger and express services, data purchased specifically for this project, use of company-owned or -licensed data bases, and other out-of-pocket expenses will be billed as incurred without mark up. Travel time in excess of normal commuting time at the beginning or end of the day will be billed. Travel time during business hours will be billed in full.

Additional meeting time and additional services, beyond what has been included in the budget, will be billed at then-current billing rates.

Invoices will be rendered monthly as our work progresses for services and costs incurred. Invoices are payable within 30 days.

If at any point the decision is made to discontinue our services, our fee will be based upon the actual time expended and out-of-pocket costs incurred to that date.

Acceptance Procedures

We appreciate the opportunity to continue to assist the City. To indicate your acceptance of this proposal, please sign and return it to us as authorization for us to proceed.

Sincerely,



Geoffrey Dickinson, AICP
Senior Vice President/Partner

Accepted: _____
Signature Date

Name Title